



City of Freeport
EXPIDITED DEVELOPMENT ORDER FOR THE WALTON COUNTY ECONOMIC DEVELOPMENT
ALLIANCE (WCEDA) PLANNED DEVELOPMENT PROJECT
WALTON COUNTY INDUSTRIAL PARK AT FREEPORT
DEVELOPMENT ORDER APPLICATION

INSTRUCTIONS

Prior to submitting this application, it is very important for you to make an appointment to discuss the application, your site, the plans you have for the site, any possible alternatives, and to answer your questions with the City of Freeport Planning Department and the WCEDA. This will prevent any unnecessary expenditure of funds to third parties (i.e., title company, postage, etc.) in the event that there is determined that there is an alternative. No refunds will be given for third party fees. Please call (850)835-2340 and ask for the City Planner who coordinates the Development Order applications. Be sure to request future land use/zoning verification. The City Planner will advise you as to the procedure and time frame for development order applications. A schedule of meeting dates and advertising deadlines will be discussed at the pre-application conference. **Note: The review period does not begin until the submittal package is determined to be complete.**

It is important for the application to be complete and on time. In order for your application to move through the process in a timely manner, it is important for all items on the application to be completed. Incorrect or missing information could delay the hearing of your request.

THIS APPLICATION IS SPECIFIC TO DEVELOPMENT WITHIN THE WCEDA PLANNED DEVELOPMENT PROJECT OF THE WALTON COUNTY INDUSTRIAL PARK AT FREEPORT – PHASE II AND III, AND IS NOT INTENDED FOR ANY DEVELOPMENT OTHERS THAN PROJECTS WITHIN THE REFERENCED PROPERTY.



City Of Freeport
EXPEDITED DEVELOPMENT ORDER FOR THE WCEDA INDUSTRIAL PDP WALTON COUNTY
INDUSTRIAL PARK AT FREEPORT – PHASE II APPLICATION

NOTICE TO ALL APPLICANTS

You are required to schedule a pre-application conference with the Freeport Planning Department prior to submittal of all development applications. Your application will not be processed without verification that you have attended a pre-application conference with (a) representative(s) of the Freeport Planning Department.

TO BE FILLED OUT BY FREEPORT PLANNING DEPT. OFFICIAL:

A pre-application conference was held with _____

Regarding a development proposal for Parcel #(s) _____

The Future Land Use designation for this property is _____.

The Zoning category for this property is _____.

This property consists of _____ acres. This property is located _____

The pre-application meeting was held on the _____ day of _____, 20____.

Planning Official

Title

A pre-application conference was conducted regarding this proposed development request on the date indicated above. I understand that I or any person representing me cannot rely upon any comment concerning a proposed development request, or any expression of any nature about the proposed development made by any participant at the pre-application conference as a representation or implication that the proposed development will be ultimately approved or rejected in any form. The Freeport City Council has the final approval regarding all development projects. I understand that this proposed development will be subject to all applicable land use regulations, and that this amendment is not considered vested for specific land use regulations until the City Planner or his/her representative has issued a final development order. The applicant should not rely on any representation made by staff unless such representation is in writing and signed by the person making such representation and has been approved by the authorized entity.

I have read and understand these statements.

Owner/Agent Signature

Date of Signature



APPLICATION INFORMATION
(please print or type)

DEVELOPMENT NAME: _____

Every development project submitted to the City of Freeport must list the name by which the development will be known. If the name of the project changes during or after the approval process, the initial project will be declared abandoned and the developer will be required to resubmit under the new name.

PROPERTY OWNER INFORMATION

Owner Name(s):

Mailing Address(es):

Phone Number(s):

Fax Number(s):

E-Mail:

OWNER'S AGENT INFORMATION

Name/Company:

Mailing Address:

Phone Number(s):

Fax Number(s):

E-Mail:

PROJECT ENGINEER INFORMATION

Name/Company:

Mailing Address:

Phone Number(s):

Fax Number(s):

E-Mail:

ENVIRONMENTAL ASSESSMENT PROFESSIONAL

Name/Company:

Mailing Address:

Phone Number(s):

Fax Number(s):

E-Mail:



PARCEL INFORMATION
Parcel Number(s): _____ _____
Total Acreage: _____
Parcel Location (driving directions from City Hall to site): _____ _____ _____
Parcel Legal Description (attach if necessary): _____ _____ _____

PROPOSED DEVELOPMENT:
Commercial Square Footage and Types of Non-Residential Uses (office, retail, restaurant, warehouse, etc.) _____
Industrial Square Footage and Types of Industrial Uses (office, warehouse, equipment storage yard, manufacturing, etc.): _____ _____
Other: _____

STATEMENT OF INTENT (a statement of the applicant's intentions to the future selling or leasing of all portions of the development, such as land areas, dwelling units, and commercial/industrial facilities is required). Provide a statement of intent below and sign/date where indicated:	
_____ _____ _____ _____ _____	
_____ Owner/Agent Signature	_____ Date of Signature

REQUIRED STATE PERMITS:
Potable Water: copy of permit to be provided by WCEDA
Wastewater: copy of permit to be provided by WCEDA
Stormwater: copy of NFWFMD permit to be provided by WCEDA

**TRAFFIC CONCURRENCY REQUIREMENTS:**

All applications for major and/or minor developments must include a transportation study signed and sealed by a registered Professional Engineer or Certified Planner practicing in the field of transportation planning. The transportation study should reference the Concurrency Requirements of the Comprehensive Plan and the Land Development Code.

I have read and understand this requirement and agree to provide the necessary information.

Developer's Signature

Date of Signature

SITE IMPROVEMENTS FOR ALL DEVELOPMENTS:

The developer's contractor is required to contact the Planning Department to request an inspection of the completed site improvements prior to receiving a certificate of occupancy or a certificate of completion for the development of this project.

I have read and understand this requirement and will ensure that the person installing the site improvements adhere to the plans which are approved by the City Engineer.

Developer's Signature

Date of Signature

WCEDA STATEMENT OF UNDERSTANDING (to be completed by WCEDA representative)

Total Site Acreage:

General Site Location within in the WCIP@ Freeport:

Type of Industry:

Purpose of Industry:

Number of Employees at Build-Out:

Expected Build-Out Year:

The WCEDA representative has met with the applicant on the ____ (day) of ____ (month), ____ (year) and has discussed the referenced proposal and understands to the best of their knowledge that the proposed industry is within the parameters of allowable development to be located within the Walton County Industrial Park – Phase II.

WCEDA Representative's Signature

Date of Signature



APPLICATION FEE SCHEDULE

MINOR DEVELOPMENTS

Application Submittal Fee for Initial/1st Revision \$750.00*

Initial Engineering Review Fee for Initial Submittal/1st Revision \$1300.00*

TOTAL: \$2050.00

Development Submittal Fee for 2nd Revision, etc. \$250.00

Engineering Review Fees for 2nd Revision, etc. hourly rate \$110.00

*These are fees for the application review and advertising costs and are cumulative. Applications should be accompanied by a check made payable to the City of Freeport.

The developer will be responsible for submitting required engineering review fees per the attached Engineering Review Fee Schedule.

The developer will also be responsible, if applicable, for reimbursing the City for the City Surveyor's reviews of proposed plats of subdivisions, payable to the City of Freeport when the City receives the City Surveyor bill.

The review fees have been explained to me. I also understand that I am responsible for reimbursing the City for all applicable city engineer review fees and city surveyor review fees pertaining to my development project.

Developer's Signature

Date of Signature

ATTACHMENTS

- **Affidavit of Ownership and Limited Power of Attorney**
- **Concurrency Determination Acknowledgement**
- **Owner Certification Form**
- **Submittal Checklist**
- **Development Schedule**
- **GIS Addressing Office Approval of Proposed Road Names**
- **Required Pre-Construction Conference**



AFFIDAVIT OF OWNERSHIP AND LIMITED POWER OF ATTORNEY

As the owner of the property located at _____, Freeport, Florida,
Property reference number(s) _____, I hereby designate
_____, for the sole purpose of completing this application and making a
presentation to the Freeport Planning Board sitting as the Local Planning Agency, and the Freeport City
Council, to request approval of a proposed development project on the above referenced parcel.

This Limited Power of Attorney is granted on the _____ day of _____, the year of
_____, and is effective until the Freeport City Council has rendered a decision on this request and any
appeal period has expired. The owner reserves the right to rescind this Limited Power of Attorney at any
time with a written, notarized notice to the City Clerk.

Signature of Property Owner(s) Date Printed Name of Owner

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, year of
_____, by _____, who (____) did (____) did not take an oath.

He/she is (____) personally known to me, (____) produced current Florida/Other driver's license, and/or (____)
produced current _____ identification.

Signature of Notary Public Date Printed Name of Notary Public

My Commission Expires Commission No. (Notary seal must be affixed)



**EXPEDITED DEVELOPMENT ORDER FOR THE
WCEDA INDUSTRIAL PDP WC IND PK AT FREEPORT**

By my signature, I hereby certify that:

- 1) I am duly qualified as owner or authorized agent to make such application, this application is of my own choosing, and staff has explained all procedures relating to this request; and
- 2) All information given is accurate to the best of my knowledge and belief, and I understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application; and
- 3) I understand that there are no guarantees as to the outcome of this request, and that the application fee is nonrefundable; and
- 4) I authorize City staff to enter upon the property referenced herein at any reasonable time for purposes of site inspection; and
- 5) I authorize placement of a public notice sign(s) on the property referenced herein at a location(s) to be determined by City staff.

Owner's Name _____ Date _____ Agent's Name _____ Date _____

Agent's Name _____
(print or type)

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (____) ____-____ Fax # (____) ____-____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, year of _____ by _____

Who (____) did (____) did not take an oath. He/she (____) is personally known to me. (____) produced current Florida/Other driver's license, and/or (____) produced current _____ as identification.

Signature of Notary Public _____ Date _____ Printed Name of Notary Public _____

My Commission Expires _____ Commission No. _____
(Notary seal must be affixed)



**EXPEDITED DEVELOPMENT ORDER FOR THE
WCEDA INDUSTRIAL PDP WC IND PK AT FREEPORT
CONCURRENCY DETERMINATION ACKNOWLEDGEMENT**

Project name: _____

Property reference #: _____

Project Address: _____

I/We acknowledge and agree that no future development permit or order (other than and rezoning/reclassification) shall be approved for the subject parcel(s) prior to the issuance of a certificate of concurrency for such proposed development based on the densities and intensities contained within such future development permit application.

I/We also acknowledge and agree that no development permit or order (other than a rezoning/reclassification) will be issued at that time unless at least one of the concurrency management system standards is met as contained in the City's Land Development Code, Article 2.02.03, namely:

- (1) The necessary facilities and services are in place at the time a development permit is issued; or
- (2) A development permit is issued subject to the condition that the necessary facilities and services will be in place when the impacts of the development occur; or
- (3) The necessary facilities are under construction at the time a permit is issued; or
- (4) The necessary facilities and services are the subject of a binding executed contract for the construction of the facilities or the provision of services at the time the development permit is issued.

NOTE: This provision only relates to parks and recreation facilities. The LDC will include a requirement that the provision or construction of the facility or service must commence within one year of the issuance of the development order or permit; or

- (5) The necessary facilities and services are guaranteed in an enforceable development agreement. An enforceable development agreement may include, but is not limited to, development agreements pursuant to Section 163.3220, Florida Statutes or an agreement or development order issued pursuant to Chapter 380, Florida Statutes. Any such agreement shall include provisions pursuant to paragraphs 1, 2 or 3 above; or

- (6) The necessary facilities need to serve new developments are in place or under actual construction no more than three years after the issuance, by the city, of a certificate of occupancy or its functional equivalent. NOTE: This provision only relates to roads.

I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE WITH THE ABOVE STATEMENT ON THIS _____ DAY OF _____, 200__.

Owner's signature

Owner's name (type or print)



OWNER CERTIFICATION FORM

By my signature, I hereby certify that:

- 1) I am duly qualified as owner or authorized agent to make such application, this application is of my own choosing, and staff has explained all procedures relating to this request; and
- 2) All information given is accurate to the best of my knowledge and belief, and I understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application; and
- 3) I understand that there are no guarantees as to the outcome of this request, and that the application fee is non-refundable; and
- 4) I authorize City staff to enter upon the property referenced herein at any reasonable time for purposes of site inspection and authorize placement of a public notice sign(s) on the property referenced herein at a location(s) to be determined by City staff.
- 5) I understand it is my responsibility to provide to the City of Freeport at my expense:
 - A. A Certified list (obtained from a local title company) of the current property owners within a 500 foot radius of the property for which the rezoning is requested.
 - B. Addressed and stamped envelopes (with sufficient postage for certified mail and return receipt – metered mail is not acceptable), and Postal Service Forms 3800 and 3811 (certified receipt and green card) reflecting the names and addresses of those on the above referenced list (please request an example.)
- 6) I am aware that Public Hearing notices for the request shall be provided, for mail-out purposes, by the City at my expense.

Owner's signature

Date

Agent's signature

Date

Name of owner or agent: _____ (print or type)

Address: _____ City _____ State _____ Zip _____

Telephone (____) ____ - _____ Fax # (____) ____ - _____

STATE OF _____

COUNTY OF _____

The forgoing instrument was acknowledged before me this ____ day of _____, year of _____ by, _____ who () did () did not take an oath. He/she is () personally known to me, () produced current Florida/Other driver's license, and/or () produced current _____ as identification.

Signature of Notary Public

Name of Notary Printed

Date

My Commission Expires _____ Commission No. (Notary seal must be affixed)



SUBMITTAL CHECKLIST*		
ITEM		COPIES
	• * Signed/completed application including affidavits	Original & 1 unstapled copy
	• * Application fee(s) \$2050.00	Check to City of Freeport
	• * Location Map with landmarks/street names	1 copy (letter-size)
	• * Legal description of property	1 copy
	• * Proof of Ownership (deed/tax notice)	1 copy
	• * Proof of title search	1 copy
	• Copy of as-built Topographic Survey of property (24" X 36") provided by the WCEDA	2 copies
	• Construction/Grading/Drainage Plans (24" X 36") signed/sealed	7 copies
	• Drainage Calculations signed/sealed	2 copies
	• Preservation/Landscaping Plan (24" x 36"))	2 copies
	• Single-page Site Plan (24"x36")	3 copies
	• Floor Plans/side elevations (24" X 36")(if applicable)	2 copies
	• Lighting Plan (street lighting, parking lots, etc.) complimentary to architecture (24"x 36")	3 copies
	• *Signage Plan (includes signage locations and graphics, including ground signs, directional signs & building signs	2 copies
	• *Environmental Assessment provided by WCEDA	2 copies
	• * Traffic Study signed/sealed	2 copies
	• State permits/permit applications signed/sealed and provided by WCEDA	2 copies
	• * Sewer & Water letter of availability from City Clerk	original & 1 copy
	• GIS Addressing Road Name Approval Verification	1 copy



DEVELOPMENT SCHEDULE

Preliminary Plan	1 week	Project Submittal	
		Review for Completeness	
	4 weeks	Technical Review	City Planner
			City Engineer
			Freeport Area Fire Chief
			City Water Dept.
			City Sewer Dept.
			Co. School Dist.
			Co. Public Works
			Waste Management
			CHELCO
		Note: cycle repeats as revisions are submitted	
Final Plan	1 week	Final Plans stamped by City Engineer	
		Outstanding Review fees paid	
		Sewer/water/fire fees paid	
		Applicable Protected Tree Mitigation paid	
		State permits signed/forwarded to FDEP	
		Pre-Construction Conference	
		FINAL DEVELOPMENT ORDER ISSUED* Concurrency Vested Clearing & Site Improvements Begin Building Permit Approval Issued	

This time-frame is considered average and should not be construed as the minimum or maximum amount of time that a development project will stay "in progress".

The Development Order is valid for one year from its issuance, and may be allowed a one-time/one-year extension by the City Council at the Council's discretion based on justification.



GIS ADDRESSING APPROVAL OF PROPOSED ROAD NAMES

Instructions for receiving approval:

The applicant will be required to deliver a full-size copy of the proposed site plan, showing proposed road names to the GIS Addressing Department, located at:

Walton County GIS Department
Walton County Courthouse Annex
45 N 6th Street
DeFuniak Springs, Florida 32433

A full size site plan and a letter requesting review and approval of proposed road names was submitted to the Walton County GIS Addressing Department

On the ____ (day) of _____(month), _____(year).

Signature of Applicant

Date of Signature

NOTE! This development application will not be considered complete without affirmation that GIS Addressing is reviewing the proposed road names.



REQUIRED PRE-CONSTRUCTION CONFERENCE

As of September 15, 2005, all new development which has not begun construction will be required to hold a pre-construction conference prior to the issuance of the development order. This meeting is to be conducted by the Project Engineer and/or their representative and a suitable time, date and location arranged with the City Planner.

The following project personnel must attend:

1. Project Engineer/representative
2. All prime contractors
3. All sub-contractors responsible for site work.

The following city/county personnel must be invited to this pre-construction conference:

1. City Engineer
2. City Planner
3. Water Supervisor
4. Sewer Supervisor
5. Walton County Public Works representative

The Project Engineer will walk everyone through the approved sets of plans, and will address, at a minimum:

1. Protected tree preservation
2. Wetland buffers
3. Clearing of remainder of site
4. Grading
5. Utility Easements/Lines/Connections
6. Stormwater management plan
7. Locations of all roads/sidewalks/foundations and cross-sections of same
8. Setbacks or all structures
9. Parking plan
10. Landscaping Plan

At this time, all applicable permits should be in hand and construction ready to proceed. The proposed construction schedule must be made available to the City Engineer at this pre-construction meeting.

It is the Project Engineer of record's duty to inform the City Engineer of the person responsible for the development(s) currently under construction. The City Engineer must be kept informed of proposed construction activities and schedules at all times.

A copy of all test reports such as density tests, asphalt tests, pressure tests, bacteriological tests, and any other required tests should be forwarded to the City Planner. Work without valid test reports will not be accepted.

I have read and understand this requirement.

Applicant/Owner

Date of Signature

Project Engineer

Date of Signature